

Emmy McCormack

Project Coordinator



Summary

Emmy has 17 years of experience in government contracting, program coordination and administration. Additionally, she has 3 years personnel management experience. She was responsible for the research, design and implementation of two (2) Federal entities at two (2) separate companies, starting at ground zero, and built multimillion dollar divisions at both firms. She managed the largest project with the most significant investment made in the history of the company reporting to the CEO. She has worked with the Federal Government to procure projects at the State, Federal and Local level and has vast knowledge of the RFP/RFQ process, including GSA Schedules, Program procurement and working with the Small Business Administration (SBA).

Work History

Program Coordinator, Clevor Consulting Group, February 2021-present

In 2021, Emmy was hired by Clevor Consulting Group as a Program Coordinator. The team at Clevor values Emmy's professional background and brought her on to assist management in streamlining our procurement process, supporting our team's growth and productivity, and handling backend processes to assist in maintaining our promised efficiency for our clients and projects.

Manager, Human Resources, National Network Services of Oregon, September 2015-December 2018

Emmy reported directly to the President and Vice President as the Office Manager for NNSOI, a telecommunications installation company. She was responsible for all aspects of HR including but not limited to; recruitment, management of employee files, records, sensitive information, documentation, formal complaints, BOLI and Department of Labor requirements. She was also responsible for scheduling, coordination, administration, daily reports, project coordination for onsite technicians as well as major and minor company projects. Additionally, she was responsible for invoicing, contract compliance, purchase order reconciliation and tracking, maintaining customer relationships, quarterly reports, profit and loss tracking for employee bonus program, vendor management, purchase orders and estimates for bid process, company financials and audit assistance.

VP Federal Contract Recruitment Services, Huntsville Executive Search, January 2011-August 2015

In 2015, Emmy was recruited to HES to initiate their Federal division specializing in Engineering, Architecture and IT Systems Integration. She was responsible for the profit and loss of the GSA division, contract sales and negotiation, vendor management systems, GSA procurement, RFP/RFQ/RFI and proposal writing for all federal contracts at HES. Additionally, she tracked and evaluated current project that were up for rebid to determine the company's best valued approach to win the contract should it not be offered to the incumbent. She had hire/fire authority and was responsible for staffing, recruiting, hiring and onboarding personnel. She worked directly with the US Army Corps of Engineers, Memphis District 9 on a 5 year BPA which resulted in 1.5M of company revenue in their first year.

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National GSA Contract Manager, UHC Solutions, August 2005-January 2011

At UHC Solutions, Emmy managed the largest project in company history and was successfully awarded 3 national GSA schedules that launched their Federal Contract division and increased their revenue capacity by 3.57M in combined federal sales for FY10, their first full year as a small business in Federal Contracting. She managed the proposal writing process for all RFP/RFQ/RFI's which included the origination and solicitation submittal for all future business. Contract management included the VA Federal Supply Schedule, HR Professional Schedule and Temporary and Professional Staffing schedule for a national customer base. She received 4 promotions in 5 years and became known as the GSA SME inside of the MRI network (a global network of over 325 firms).

Education

Bachelor of Arts in Sociology, University of Oregon, June 2004

Emmy earned her BA at the University of Oregon inside of three years-start to finish with an emphasis on Labor, Work and the Economy.

Professional Accomplishments

2015 – Member of the Management Leader Team and Management Counsel

2015 – Awarded SDVOSB verification

2015 – Awarded 2 GSA schedules

2014 – Pacesetter Status

2013 – Pacesetter Status

2011 – Pacesetter Status

2010 – Awarded 3 GSA schedules